



# State of Nevada – Department Of Personnel

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## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>HIGHWAY PATROL LIEUTENANT</b>	<b>42*</b>	<b>D</b>	<b>11.103</b>

Under limited supervision of a Highway Patrol Captain, is responsible for an assigned patrol area, either in traffic or commercial operations, or for the administrative services of a Patrol Region or the Division's Training Section.

The following tasks are common to all Lieutenant assignments:

Coordinate with incumbent's supervisor, the identification and formulation of measurable and verifiable objectives which are consistent with the Bureau's and the Division's goals; advise and assist subordinate supervisors in the preparation of objectives and work plans for achieving objectives within established time frame; ensure conformity of such with laws and Department/Division rules and regulations; submit objectives and work plans to position's supervisor within prescribed time frames.

Establish in writing, such procedures as deemed appropriate and necessary for the effective and efficient operation of the incumbent's area of responsibility; ensure that procedures do not conflict with State, Department, Division or Area responsibilities; procedures shall include provision for periodic reviews; ensure copies of procedures are distributed to all affected parties and the incumbent's supervisor.

Conduct, at own discretion or as directed by supervisor, objective and thorough inspection of personnel, equipment and facilities within the position's jurisdictional area; direct subordinate supervisory staff to conduct appropriate inspection as outlined in the Division Inspection Manual; correct or cause correction of deficiencies noted in the inspection.

Supervise subordinate staff; make appropriate assignments to ensure the effective and efficient accomplishment of the Patrol's mission; monitor work activities and the performance of personnel; prepare performance appraisals and conduct appraisal interviews to ensure necessary feedback on performance status to subordinates; take corrective action in cases of unsatisfactory behavior or appropriate commendation to reinforce desirable performance.

Keep supervisor informed of all emergencies, serious crimes, unusual occurrences and conditions by communicating with supervisor as soon as possible if the situation has an immediate impact on a statewide or division-wide basis or by preparing a written report and submitting it to the supervisor on a timely basis for informational and reporting purposes if the situation does not have a State or Division-wide impact.

Administer and adhere to budget established for the area of incumbent's responsibility; review expenditures and identify problem areas; take appropriate action to correct problems or make recommendations for solutions to the supervising Captain.

Participate as part of the comprehensive law enforcement effort in the local area by interfacing with allied agencies; and determining joint information, techniques, capabilities and goals to obtain optimum use of staff and equipment and to provide support and backup to allied agencies.

\* Reflects a 1-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.

Act in the capacity of Region Commander in the absence of the Region Commander (Captain).

The Lieutenants may be required to rotate assignments as directed.

**Traffic Operations** - The Lieutenant in Traffic Operations performs all the tasks listed above and in addition:

Under limited supervision of the Captain commanding a region, supervise a Highway Patrol Area, administering the operation of a designated area; serve as immediate supervisor of a shift or district commander (sergeant); perform limited investigative and law enforcement duties.

Establish, in writing, format and time frames for submission of shift or district status reports; review status reports to determine achievement of objectives and makes appropriate adjustments to ensure compliance; submit area and shift or district reports to the region Captain.

Prepare and approve work schedules which involves assigning days off, duty hours or compensatory leave; allocate staff to shifts (where appropriate); maintain reporting procedures at the area and regional levels in appropriate format and time frame.

Collect, compile and analyze area statistics on traffic accidents, enforcement activities and other data as deemed necessary; review and analyze such reports submitted by immediate subordinates.

Prepare or assist in preparation of contingency plans for emergency operations which involves providing procedures for personnel, communications, logistics and operations in the event of natural disasters, civil disturbances, hazardous materials incidents, pursuits and roadblocks, requests for assistance from other agencies or other occurrence as deemed necessary; ensure coordination of contingency plans with all appropriate federal, State and local agencies; identify and provide necessary training to subordinate staff to enable successful implementation of any emergency plan; plans are submitted to region Captain for approval; evaluate and update emergency plans on a regular basis to ensure staff can meet current emergencies.

Select, train, monitor and supervise the Field Training Officers to ensure the proper training of newly assigned officers (cadets).

Investigate accidents or incidents involving shift or district sergeants when the sergeant is injured or party to a traffic accident; make notification to proper persons and submit completed reports as established by procedure.

Investigate, when necessary, traffic accidents and crimes which occur on highways under the jurisdiction of the Division; collect and preserve evidence using established approved procedure; prepare and submit required form and reports pertaining to the investigation.

Issue traffic citations or take other enforcement action as necessary for violation of traffic laws committed in the Lieutenant's presence or for which probable cause exists to believe such was committed; make arrests, files for arrest warrants, give depositions, or testify in court or other hearings in order to present evidence required in the enforcement of the law.

**Commercial Operations** - The Lieutenant in Commercial Operations performs the tasks common to all Lieutenant assignments and in addition:

Under limited supervision of the Captain commanding a Region, assign work force and advise Sergeants of schedules; approve compensatory leaves and special shift considerations; forward approved schedules to regional office.

Compile, analyze and maintain statistics pertaining to the incumbent's area inspection and enforcement activities to determine effectiveness of operations; prepare and submit monthly reports to the Region Captain.

Conduct inspections by riding with officers or going to work locations and making observations or by monitoring radio to ensure procedures are carried out according to Division standards and to correct deficiencies.

Analyze demographic and economic data to anticipate long range resource needs; prepare long range plans for area operation and submit plans to Region Captain.

Monitor special fuel dealers to ensure compliance with all applicable statutes; periodically inspect dealers to ascertain problems and provide assistance as needed.

Initiate truck check sites for inspection of commercial vehicles, registrations and required forms, identification and logs.

**Training Section** - The Lieutenant in the Training Section performs the tasks common to all Lieutenant assignments and in addition:

Under limited supervision of the Captain, General Services Bureau, coordinate the identification, assessment and justification of Division training needs.

Administer and manage all Divisional training and training resources which is provided through the training services section.

Determine training needs and develop or acquire training programs adapted to Division needs; review programs submitted to ensure compliance with established policies and procedures as well as philosophy of the Division.

Coordinate academy training with command personnel to identify and address specific staffing needs and expenditure needs; prepare and submit reports of curriculum, instructor data and projected costs of such training to incumbent's supervisor prior to actual training for review and approval; coordinate training needs in specific geographical area with the Region training representative so as to reduce costs; develop and forward training programs to Region training representatives when it is unfeasible for Division staff to provide such; upon approval of the Chief, provide training to other agencies and organizations.

Oversee and coordinate the training and examination of designated Field Training Officers statewide; draft and publish the Division's Field Training Officer (FTO) manual and submit the manual to bureau Captain for review and approval; ensure periodic review and modification of the F.T.O. manual to ensure its accurate and up-to-date status.

**Administrative Services (Regional)** - The Lieutenant in Regional Administrative Services performs the tasks in common to all Lieutenant assignments and in addition:

Under limited supervision of a Region Captain, assist the Captain in planning, organizing and directing Highway Patrol programs and activities in a Region; oversee the activities of the Region Administrative Services and support functions.

Prepare or assist in preparation of plans forecasting the Region's future needs for personnel, facilities, equipment and other support or service resources; analyze demographic and economic data and projections to determine long-range needs; coordinate with area commanders (Sergeants) to identify and consider projected needs for field operations; submit plans to Regional Captain for approval.

Coordinate the preparation and administration of the Regional budget by providing guidance to Area and Section Sergeants for the timely development of their respective portions of the Region's biennial budget and its coordination; receive, review and coordinate Area and Section requests; advise and make recommendations to the Region Captain pertaining to Region budget requests; monitor expenditures and determine problem areas, make recommendations to correct deficiencies; provide monthly budgetary reports to the Region Captain.

Ensure the effective and efficient operations of the radio communications system, property and evidence storage, court and warrant procedures as well as the personnel assigned; ensure proper utilization and maintenance of Region offices, equipment and vehicles as well as its proper procurement, inventory and control.

Complete staff projects and other reports as directed by the Region Captain, or as otherwise necessary for ensuring the consistency of mission operations, objectives and work plans.

Perform related duties as assigned.

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### MINIMUM QUALIFICATIONS

#### **SPECIAL NOTES AND REQUIREMENTS:**

- \* Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.
- \* Applicants must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- \* Applicants must possess a valid driver's license at the time of appointment.

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and two years of experience as a Nevada Highway Patrol Sergeant. *(See Special Notes and Requirements)*

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Thorough knowledge of:** federal and State laws, as applicable to arrest, evidence, crimes, traffic, citizens' rights, court procedures and general law enforcement. **Knowledge of:** police, traffic and commercial enforcement laws and procedures; principles of personnel management and supervision. **Ability to:** effectively supervise personnel; plan, organize, direct and control the activities of an assigned area of a law enforcement organization; communicate to audiences effectively; prepare clear and concise reports and correspondence; analyze routine and emergency situations and take appropriate action; organize meetings and prepare agendas.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Knowledge of:** the Division's mission, practices and procedures; the respective Bureau's jurisdictional area in order to effectively supervise the functions of Traffic or Commercial Operations or Administrative Services of a Region or the Training Section; the Bureau's goals, objectives, plans, budget so as to develop or assist in the development of goals, objectives, plans, budgets and operating policies and procedures. **Ability to:** communicate Highway Patrol objectives, policies and procedures to subordinate staff as well as the public.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.103

ESTABLISHED: 6/29/73  
REVISED: 8/15/78-3  
REVISED: 10/24/80  
REVISED: 3/25/81-3  
REVISED: 5/7/82-3  
REVISED: 7/18/86  
REVISED: 1/30/87-3  
REVISED: 8/6/87-3  
REVISED: 7/1/89LG  
REVISED: 7/1/91P  
10/19/90PC  
REVISED: 11/15/91PC  
REVISED: 7/1/95LG  
REVISED: 3/29/01UC  
REVISED: 7/1/01LG